



Corporate Services Manager

Position overview

- **Use your strategic, financial and operational skills to drive effectiveness.**
- **Lead the Corporate Services functions for a values driven organisation.**
- **Full time, Melbourne CBD based role.**
- **Generous not-for-profit salary packaging and leave loading.**

About VACRO

VACRO is a highly-regarded non-profit organisation providing support for individuals charged with a criminal offence, offenders, and their families. VACRO also conducts community education, training, research and policy on the justice system.

The opportunity

VACRO is seeking a business-savvy and innovative professional to collaborate across the business to ensure Corporate Services and Finance is supporting and influencing the organisation to meet VACRO's strategic activities and objectives.

Reporting to the CEO, this key leadership position will work alongside other Managers to design, refine and implement systems that drive and support business agility and sustainability. You will be responsible for developing solutions and ensuring proactive alignment of resources and priorities. The Corporate Services Manager will monitor VACRO financials and create reports for the VACRO Board and stakeholders. You will also be responsible for providing strategic leadership and overall responsibility for Finance, ICT, Risk Management and Insurance, and managing a small team. The role will work closely with external stakeholders, building relationships and ensuring all contractual, financial, legal and operational requirements are met.

The successful candidate will be highly motivated with advanced communication skills. You will possess a proven track record in change and project management including financial/budget management.

Key selection criteria

- Tertiary qualification in Accounting or Business Administration with CPA/CA designation.
- A minimum of 5 years' experience in successfully leading, motivating and supporting a multi-disciplinary team including Finance, ICT and Administration.
- Demonstrated experience in creating and managing budgets, tracking organisational performance against budget, government funding management and finance business partnering.
- Proven experience and capacity to contribute to organisational strategic planning, work collaboratively with Executive colleagues, and support strong and effective Executive decision-making.
- Highly developed interpersonal, conflict resolution and problem solving skills to resolve organisational issues, and develop and manage positive stakeholder relationships.
- Ability to work independently and collaboratively in a team environment.

What we offer

VACRO is an equal opportunity employer, dedicated to staff wellbeing. We provide extensive onboarding training and ongoing professional development for staff, amongst other benefits. This role is classified at Level 7 (pay point dependent on qualifications and experience) SCHADS 2010 Award.

How to apply

The position description is available on our website at www.vacro.org.au under "Careers". In your application, please address the key selection criteria in this advertisement and include a current Resume. Direct any enquiries or forward your application to recruitment@vacro.org.au. Interviews will be held on a rolling basis so we encourage you to submit your application ASAP but by no later than 9.00am on Monday 9 September.